

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 24-2014	POSITION: Legal Assistant
POSITION GRADE & SERIES: CS-986-08	SALARY RANGE: \$42,460 - \$53,284 per annum
OPENING DATE: 06/30/2014	CLOSING DATE: 07/14/2014
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Child Support Services Division Legal Services Section 441 - 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Permanent

***** This position is budgeted at for CS-08/01 – CS-08/09 only*****

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: Performs comprehensive technical and clerical assignments, as designated, which require specialized knowledge of legal documents and processes in matters relative to the responsibilities of the office. Reviews cases to determine the legal facts and the conformity of cases to governing laws, requirements, rules and regulations. Compiles examines, investigates, and evaluates factual information and data to prepare documents for filing in court. Prepares motions and praecipes for attorney signature, such motions include motions to modify medical and motions to terminate medical. Prepares notices of hearings for receipt by all parties. Processes requests for audits and mailing of audits to parties. Maintains logs reflecting status of documents and progress of cases. Responsible for the interstate follow-up assignments from litigation teams. Maintains open communication with court personnel, parties, and other child support agencies. Establishes and maintains legal files, and other reference materials relating to projects and assignments. Provides assistance to litigation teams in court, as needed. Prepares and types correspondence, memoranda, reports, legal pleadings, and documents. Files and assists with other duties as assigned.

QUALIFICATIONS: Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBSTITUTION OF EDUCATION: Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **TIME –IN-GRADE RESTRICTIONS** must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be

complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1. Knowledge of the justice system and the interrelationships of various jurisdictions and the concepts related to litigation, and how cases process through the system.

Ranking Factor #2. Knowledge of the principles, concepts, and methodology of legal research and analysis.

Ranking Factor #3: Skill in preparing concise and cogent summaries of testimony interviews, precedent cases ,key evidence, citations, and other matters.

Ranking Factor #4: Skill in performing extensive research using online legal resources to gather and compile legal information to be used as evidence in court hearings. Knowledge of and ability to operate Pro-Law.

Ranking Factor #5: Skill in communicating precisely and effectively, both orally and in writing..

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits, (via walking, ground or rail) from worksite to the DC Superior Court to file necessary legal documents.

EMPLOYMENT BENEFITS: This is a Permanent Appointment in the Career Service. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **A background investigation will be conducted.**

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Send completed DC- 2000 job applications to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square: 441 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes will be accepted, **in addition to**, the DC-2000 job applications, by the closing date of the announcement. Contact Information: All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. Please visit www.oag.dc.gov to download DC-2000, employment application.

DISPOSITION OF RESUME: Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

EEO : The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL ONLY**